



2018 WVASBO

TIPS TO REMEMBER:

- ❖ The "%" symbol can be used as a wildcard search
- ❖ Only Internet Explorer 10 or higher, Google Chrome, and Safari are compatible with SFO
- ❖ If you are using Google Chrome, remove the autofill option in Settings
- ❖ All grid headings are sortable

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| ADMIN |
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- A. District Setup
 - PO Rollover
- B. Vendor Maintenance
 - P Card Vendor
 - Use of CO Vendor #
 - Document Attachments
- C. Sponsor Portal
 - Sponsor Viewing
 - Sponsor PO Entry
- D. Year End - Reminder, once all schools have been rolled over change district's Fiscal Year Start Date
- E. Status Report

NOTES:

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| ADMIN FUNCTIONS |
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- A. Consolidated Reports - all schools and district in same year
 - Consolidated Receipts & Disbursement
 - Vendor - 1099
 - WV State Report - TRA will submit and can be run for your records (If any need to add additional info to report please get that info to me or if you wish to add it to your report we can send the spread sheet to you for completion.
- B. Audit
 - Auditing Forms
 - User Audit - Transaction Type by User or School, Bank Recon

NOTES:

USER

- A. My Profile
 - Forms Reminder Last Ck/Last Rcpt
 - Use Event Codes
 - Enable Automated Deposit Ticket
- B. Automated Deposit Tickets - User Turns On, Detail \$ Counter
- C. Document Attachment
 - PO Review
 - Check Review (Show)
 - Deposit Summary Register
 - Bank Recon (Show)
- D. Event Code - Tracking Funds Received/Disbursed
 - Profit/Loss (Show Prom)
- E. Year End
 - Review PO's - Carryover or Close

NOTES:

SPONSOR PORTAL

Sponsor Viewing of Accounts
Sponsor PO Entry

NOTES:

ONLINE PAYMENT

Providers Interface for SFO Receipting/Accepting Credit Card Payment

NOTES:

www.trasoft.net

Visit our website! Please check in often to look at forms, pricing, and other newsworthy happenings.

Thank you for using SchoolFunds Online!

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